

SUPERVISING CORRECTIONAL COOK (DEPARTMENT OF CORRECTIONS)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: February 25 - 27, 2003

Collective Bargaining Identification: S15

Job Analysis Conducted By: Connie Arjil, Staff Services Manager I
Personnel Examining Section

Number of Incumbents: There are 135 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated November 30, 2002.

Names of the Subject Matter Expert(s) and their background:

STEVEN C. KAROLY, ASSISTANT CORRECTIONAL FOOD MANAGER (CORRECTIONAL FACILITY), FOLSOM STATE PRISON

Mr. Karoly has worked for the Department of Corrections for over 16 years. He has supervised Supervising Correctional Cook (DOC) for nine and one half years.

MOTI C. RAGHUNATH, SUPERVISING CORRECTIONAL COOK (DEPARTMENT OF CORRECTIONS), CALIFORNIA STATE PRISON, SACRAMENTO

Mr. Raghunath has worked for the Department of Corrections for 15 years. He has worked as a Supervising Correctional Cook (Department of Corrections) for three years. He has many years of experience in this same field.

WILLIE A. HARRIS, ASSISTANT CORRECTIONAL FOOD MANAGER (CORRECTIONAL FACILITY), CALIFORNIA INSTITUTION FOR MEN

Mr. Harris has worked for the Department of Corrections for 14 years. He has supervised Supervising Correctional Cook (DOC) for two years. He has many years of experience in this same field.

SUPERVISING CORRECTIONAL COOK (DEPARTMENT OF CORRECTIONS) INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Specification
- Duty Statement

Other sources were viewed for information (e.g. Department of Corrections Personnel Operations and other State civil service websites); however, the information was not relevant to the job analysis and therefore not included.